

**United States District Court and United States Probation Office
District of Kansas
Vacancy Announcement - KC06-1**

Position: Financial Support Specialist (may be more than one position)

Announcement: KC06-1

Location: Kansas City, Kansas

Re-Issue Date: January 25, 2006

Closing Date: Open Until Filled

Note: Applicants for the Financial Technician position (Announcement KC05-8) will also be considered.

Classification Level/Salary Range

Developmental Range CL 23/01 - CL 23/24 (\$28,095 - \$34,824)
Full Performance Range CL 23/25 - CL 23/61 (\$35,116 - \$45,648)
(Starting salary will typically fall within the developmental range.
However, commensurate with education and experience,
actual starting salary may be in the full performance range)

Position Overview

This position performs tasks in support of the financial operations of the United States District Court and United States Probation Office. These tasks include clerical and technical duties associated with the processing and compilation of accounting and financial data. Primary responsibilities will include accounts payable, maintenance and reconciliation of ledger and cash accounts, voucher review and entry into the automated financial system, processing fine and restitution payments, verification of physical inventories, and financial reporting.

Qualification Requirements

To qualify for the position of Financial Support Specialist, a person must be a high school graduate and have at least two years of general experience and one year of specialized experience. An accounting, finance or related business degree preferred. Ten-key by touch and personal computer experience required. Applicant must be a U.S. citizen or eligible to work in the United States.

General Experience: Progressively responsible clerical or administrative experience related to the position of Financial Support Specialist, which provided a good knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, and use of a personal computer.

Specialized Experience: Progressively responsible clerical or administrative experience related to the position of Financial Support Specialist, which provided a knowledge of rules, regulations, terminology, etc in the area of finance, particularly as related to the courts.

* Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Employee Benefits

1. 13 days paid vacation for the first three years.
2. 20 days paid vacation after three years.
3. 26 days paid vacation after fifteen years.
4. 13 days paid sick leave.
5. 10 paid holidays.
6. Choice of healthcare coverage from a wide variety of plans.
7. Life Insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.

How to Apply

Submit cover letter, resume and salary history to:

U.S. District Court
Attn. Human Resources
500 State Avenue, room 259
Kansas City, KS 66101
Fax: 913-551-1425

All resumes will be evaluated and the most qualified applicants invited for personal interview. Only applicants selected for interview will be notified when a successful applicant has been selected for the position.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States. Qualified applicants will be subject to a credit and criminal background check.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYEE